

PROCEDURE CHECKLIST TO FOLLOW WHEN APPLYING FOR OR RENEWING A SANGAMON COUNTY PERMANENT LIQUOR LICENSE

Background Check Information

- Applicant must complete an application for a background check and fingerprint(s)
- Fingerprinting information if applicant(s) going thru **Regional Office of Education (ROE)**:
 - Go to www.roe51.org
 - Click on the “Other ROE Services” box, click on “Fingerprint Background Checks.”
 - Click on “Schedule Appointment.”
 - Select “fingerprint background check” from drop-down menu.
 - Select the date and time for your appointment
 - Enter all contact information; purpose for fingerprinting
 - Click on “Complete Appointment.”
 - Fingerprint Background Check Fee of \$55.00 (non-refundable) is due at the time of fingerprint appointment.

Zoning Department

- A Sangamon County Liquor License applies to those establishments in unincorporated areas of the county. Check with Zoning Department to determine the exact location of the establishment.
- A county liquor application (**\$50.00 fee**) will need to be filled out and completed. The following documents are required to be filed with our office as well:
 - Proof of insurance
 - \$500.00 surety bond (5.04.090)
 - Purchase agreement or lease, if applicant does not own property
- Application must then be approved by the Sangamon County Liquor Committee at its monthly meeting, held on the third Wednesday of each month at 5:00 PM, in Room 201.
Applicants are strongly recommended to be in attendance.

Public Health Department

- A health permit will need to be obtained; contact their office for details.
- 2833 South Grand Avenue East, Springfield, IL 62703
- Monday thru Friday 8:00 AM – 4:30 PM

State Liquor License

- Applicant will need to apply for an Illinois State Sales Tax Number at the Department of Revenue.
- After obtaining sales tax number, applicant will need to obtain a state liquor license from the Illinois Liquor Control Commission (**300 W. Jefferson Street, Springfield, IL 62702**)
- Proof of County License will be required